

SUPPLEMENTAL JOB DESCRIPTION

Classification: LABORATORY SCIENTIST TRAINEE Function Code: 090
Position Title: Molecular Diagnostics Trainee Date Established: 03/20/01
Position Number: 42912 Date of Last Amendment: 08/10/06

SCOPE OF WORK: Analyzes and reports results on human, animal, and environmental specimens in support of public health activities.

ACCOUNTABILITIES:

- Performs laboratory tests on clinical and environmental specimens and reports the results to health professionals to assist in protecting the public health; maintains flexibility to cope with assignments that may vary from day to day depending on workload.
- Receives specimens and enters data into Laboratory Information Tracking System to accurately track testing process. Reviews data entry of other staff to ensure accuracy of information.
- Performs, documents, and evaluates quality control to assure accuracy of test results.
- Operates, and maintains, laboratory equipment and apparatus to provide quality assured laboratory test results and to assure timely performance of analyses. Assures compliance with laboratory procedures.
- Participates in proficiency testing, and other quality assurance activities, to assure individual competence, to meet federal regulations and to enhance the Public Health Laboratories' reputation.
- Communicates with health care providers and other laboratory users to convey test results and routine laboratory information for diagnostic and treatment decisions; maintains confidentiality at all times.
- Prepares reagents and maintains inventory.
- Actively participates on laboratory committees, as assigned
- Works flexible hours when the public health situation demands.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in the biological sciences, health sciences, or physical sciences.

Experience: No experience required.

License/Certification: Applicants must meet certification requirements of the Health Care Financing Administration for Clinical Laboratory Personnel (CLIA '88).

SPECIAL REQUIREMENTS: For appointment consideration, Laboratory Scientist I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

SPECIAL QUALIFICATIONS: Visual deficiencies must not interfere with ability to perform laboratory analyses. Physical condition must allow for the administration of vaccines and/or necessary diagnostics tests. Superior manual dexterity and coordination required. Must be willing and able to handle unpleasant and/or hazardous specimens such as feces, sputum, blood, vomitus, urine, animal heads, and samples known to contain infectious organisms and/or toxic chemicals such as carcinogens. Must be willing to receive Hepatitis B vaccine.

DISCLAIMER STATEMENT: This supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of the classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Dr.Christine L. Bean, Administrator IV, #14780

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title, Position #: Sameer Sakallah, Molecular Biologist, 9U422

Supervisor's Signature

Date Reviewed

SUPPLEMENTAL JOB DESCRIPTION

Classification: LABORATORY SCIENTIST I

Function Code: 5591-090

Position Title: Molecular Diagnostics Scientist I

Date Established: 03/20/01

Position Number: 42912

Date of Last Amendment: 08/10/06

SCOPE OF WORK: Analyzes and reports results on human, animal, and environmental specimens in support of public health activities.

ACCOUNTABILITIES:

- Performs laboratory tests on clinical and environmental specimens and reports the results to health professionals to assist in protecting the public health; maintains flexibility to cope with assignments that may vary from day to day depending on workload.
- Receives specimens and enters data into Laboratory Information Tracking System to accurately track testing process. Reviews data entry of other staff to ensure accuracy of information.
- Performs, documents, and evaluates quality control to assure accuracy of test results.
- Operates, and maintains, laboratory equipment and apparatus to provide quality assured laboratory test results and to assure timely performance of analyses. Assures compliance with laboratory procedures.
- Participates in proficiency testing, and other quality assurance activities, to assure individual competence, to meet federal regulations and to enhance the Public Health Laboratories' reputation.
- Trains laboratory helpers and assistants and assists with the oversight of Trainees to assure proper operation of instruments and testing according to protocol.
- Communicates with health care providers and other laboratory users to convey test results and routine laboratory information for diagnostic and treatment decisions; maintains confidentiality at all times.
- Prepares reagents and maintains inventory.
- Actively participates on laboratory committees, as assigned
- Works flexible hours when the public health situation demands.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in the biological sciences, health sciences, or physical sciences.

Experience: One year experience in a clinical or public health laboratory.

License/Certification: Applicants must meet certification requirements of the Health Care Financing Administration for Clinical Laboratory Personnel (CLIA '88).

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SPECIAL REQUIREMENTS:

1. For appointment consideration, Laboratory Scientist I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must demonstrate successful completion of basic Core Training or its equivalent.
3. Must receive satisfactory performance evaluation and performance based recommendation from Supervisors and Laboratory Administrator.

SPECIAL QUALIFICATIONS: Visual deficiencies must not interfere with ability to perform laboratory analyses. Physical condition must allow for the administration of vaccines and/or necessary diagnostics tests. Superior manual dexterity and coordination required. Must be willing and able to handle unpleasant and/or hazardous specimens such as feces, sputum, blood, vomitus, urine, animal heads, and samples known to contain infectious organisms and/or toxic chemicals such as carcinogens. Must be willing to receive Hepatitis B vaccine.

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Reviewer's Name, Title & Position #: Dr. Christine L. Bean, Administrator IV, #14780

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Employee's Name and Signature

Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title, Position #: Sameer Sakallah, Molecular Biologist, 9U422

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: LABORATORY SCIENTIST II

Function Code: 5592-090

Position Title: Molecular Diagnostics Scientist II

Date Established: 03/20/01

Position Number: 42912

Date of Last Amendment: 08/10/06

SCOPE OF WORK: Analyzes specimens and interprets and reports results of a variety of laboratory tests in support of public health activities.

ACCOUNTABILITIES:

- Performs and interprets complex laboratory tests on human, animal and environmental specimens and reports the results to health care and public health professionals to assist in protecting the public health and to assist the provider in diagnoses and treatment decisions; maintains flexibility to cope with assignments that may vary from day to day depending on workload.
- Enters data into Laboratory Information Tracking System to accurately track testing process. Reviews data and corrects inaccuracies. Queries database to gather and interpret information for lab users or the public.
- Performs, documents, and evaluates quality control to assure accuracy of test results. Assists with drafting of laboratory procedures and makes recommendations for changes in methodology to assure effective workflow. Assists in the development of new methods.
- Operates, maintains, and troubleshoots complex laboratory equipment to provide quality assured laboratory test results and to assure timely performance of analyses.
- Participates in proficiency testing, and other quality assurance activities, to assure individual competence, to meet federal regulations and to enhance the Public Health Laboratories' reputation.
- Trains subordinate laboratory scientists and laboratory assistants. Trains and offers technical assistance to field personnel. Documents all training activities to assure compliance with federal regulations.
- Communicates with health care providers and other laboratory users to convey test results and laboratory information for diagnostic and treatment decisions; maintains confidentiality at all times.

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- Oversees inventory of supplies, reagents, and instrument parts to assure constant ability to perform testing. Understands, and follows, all laboratory safety rules, to protect self and co-workers.
- Oversees laboratory projects such as evaluating a new procedure or chairing a taskforce, as assigned, and actively participates on laboratory committees to support PHL infrastructure.
- Works flexible hours when the public health situation demands.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in the biological sciences, health sciences, or physical sciences.

Experience: Two years experience in a clinical or public health laboratory. One year experience must have been performing molecular testing procedures.

License/Certification: Applicants must meet certification requirements of the Health Care Financing Administration for Clinical Laboratory Personnel (CLIA '88).

SPECIAL REQUIREMENTS:

1. For appointment consideration, Laboratory Scientist II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must demonstrate successful completion of basic Core Training or its equivalent plus Intermediate Level Training specialized to job function or its equivalent.
3. Must receive satisfactory performance evaluation and performance based recommendation from Supervisors and Laboratory Administrator.

SPECIAL QUALIFICATIONS: Visual deficiencies must not interfere with ability to perform laboratory analyses. Physical condition must allow for the administration of vaccines and/or necessary diagnostics tests. Superior manual dexterity and coordination required. Must be willing and able to handle unpleasant and/or hazardous specimens such as feces, sputum, blood, vomitus, urine, animal heads, and samples known to contain infectious organisms and/or toxic chemicals such as carcinogens. Must be willing to receive Hepatitis B vaccine.

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Employee's Name and Signature

Date

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Supervisor's Name, Title, Position #: Sameer Sakallah, Molecular Biologist, 9U422

Supervisor's Signature

Date Reviewed

SUPPLEMENTAL JOB DESCRIPTION

Classification: LABORATORY SCIENTIST III

Function Code: 5593-090

Position Title: Molecular Diagnostics Scientist III

Date Established: 03/20/01

Position Number: 42912

Date of Last Amendment: 08/10/06

SCOPE OF WORK: Coordinates the daily operations of a laboratory specialty and performs a variety of complex microbiological laboratory functions. Recommends modification in procedures to improve workflow and quality of test results.

ACCOUNTABILITIES:

- Performs and interprets complex microbiological laboratory tests on human, animal and environmental specimens and reports the results to health care and public health professionals to assist in protecting the public health and to assist the provider in diagnoses and treatment decisions; maintains flexibility to cope with assignments that may vary from day to day depending on workload. Exhibits competency in all tasks of laboratory unit or specialty to which assigned.
- Supervises and schedules staff assigned to a laboratory unit or performing special laboratory functions to assure effective, efficient operations. Participates in employee performance evaluations and the interview process. Trains subordinate laboratory scientists and laboratory assistants. Trains and offers technical assistance to field personnel. Documents all training activities to assure compliance with federal regulations.
- Independently reports results. Enters test results and quality control data into Laboratory Information Tracking System to accurately track testing process and assure its validity. Reviews data and corrects inaccuracies. Queries database to gather information for lab users. Prepares statistical reports from the data to satisfy management and client needs.
- Performs, documents, and evaluates quality control to assure accuracy of test results. Drafts laboratory procedures and makes recommendations for changes in methodology to assure effective workflow. Assures compliance with all federal regulations.
- Operates, maintains, and troubleshoots highly complex laboratory equipment to provide quality assured laboratory test results and to assure timely performance of analyses.
- Participates in proficiency testing, and other quality assurance activities, to assure individual competence, to meet federal regulations and to enhance the Public Health Laboratories' reputation.
- Communicates with health care providers and other laboratory users to convey test results with their interpretation and laboratory information for diagnostic and treatment decisions; maintains confidentiality at all times.
- Oversees inventory of supplies, reagents, and instrument parts to assure constant ability to perform testing. Understands, follows, and teaches subordinates all laboratory safety rules, to protect self and co-workers.

- Oversees laboratory projects such as evaluating a new procedure or chairing a taskforce, as assigned, and actively participates on laboratory committees to support PHL infrastructure. Manages laboratory unit in absence of Molecular Biologist.
- Works flexible hours when the public health situation demands.

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MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in the biological sciences, health sciences, or physical sciences.

Experience: Three years experience in a clinical or public health laboratory. One year of experience must have been performing molecular diagnostic procedures.

License/Certification: Applicants must meet certification requirements of the Health Care Financing Administration for Clinical Laboratory Personnel (CLIA '88).

SPECIAL REQUIREMENTS:

1. For appointment consideration, Laboratory Scientist III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must demonstrate successful completion of basic Core Training and Intermediate Training or their equivalent plus Advanced Level Training specialized to job function or its equivalent.
3. Must receive satisfactory performance evaluation and performance based recommendation from Supervisors and Laboratory Administrator.

SPECIAL QUALIFICATIONS: Must be able to rotate among testing areas according to workload needs. Visual deficiencies must not interfere with ability to perform laboratory analyses. Physical condition must allow for the administration of vaccines and/or necessary diagnostics tests. Superior manual dexterity and coordination required. Must be willing and able to handle unpleasant and/or hazardous specimens such as feces, sputum, blood, vomitus, urine, animal heads, and samples known to contain infectious organisms and/or toxic chemicals such as carcinogens. Must be willing to receive Hepatitis B vaccine.

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NH Department of Health and Human Services

Human Resources

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August 31, 2006

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Reviewer's Signature

Date Reviewed

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Laboratory Scientist III
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Date

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Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved